



Welcome to the SAIT Athletics Privit Health Profile,

To gain clearance status through the athletic department at the beginning of every season, student athletes must submit their medical history information and electronically sign all the required documents prior to participation. It is recommended that you **complete all your registration** from a computer or laptop. *(Complete all the information on your Home screen until the completion status bar turns from orange to green and indicates SUBMISSION COMPLETE)*

Before you start, make sure you have the following information on hand:

- Email Address and Password (if you previously created an account)
- Up to date Medical Information (injuries, medications, immunizations)
- Primary Health Insurance (insurance card)
- SAIT College Student #

NOTE: These instructions are only for STUDENT/ATHLETES under the age of 18

STEP 1: Start by clicking on this saittrojans.privitprofile.ca or entering it into your browser (NOTE no www.)
Returning Student Athletes - Click LOG IN and use the same email address and password from last season.

New Student Athletes

- Click the blue **REGISTER** tab and select your role as "**PARENT / GUARDIAN**"
- Verify your email address and phone #
- After verifying your information, click on the blue the **Home** tab. This will direct you towards the **Home** page.
- On the left side of the **Home** page underneath your name as the Parent Guardian, click "**Add STUDENT/ATHLETE**"
- After adding your Student/Athlete into the account, click on their name new **Home** page will open where you can begin completing the required Student/Athlete information

STEP 2: From the **Home** page, scroll down to the UPDATE tab beside **JOINED TEAMS** and check the box beside the team you participate on, click DONE.

Step 3: From the **Home** page, click the START or UPDATE tab beside **PERSONAL DETAILS**. Complete or update any required information. Once all 4 sections are complete click SAVE & EXIT. From the **Home** page, make sure it is showing 100% complete to access the E-PPE questionnaire.

Step 4: From the **Home** page, click the START or UPDATE tab beside the **E-PPE QUESTIONNAIRE**. Update or supply your history information. Complete all 15 sections then SAVE & EXIT. Make sure it is showing 100% complete on the Home page.
*Returning student athletes, make sure to update any medical information that may have changed since the beginning of last season.

STEP 5: From the **Home** screen, click on **PLAYER PROFILE**. Complete all the required questions, then click on the blue Submit tab when finished. Upon completion, you'll be directed back to the **Home** screen.

New Student/Athletes - A new message will appear, click the blue tab "Create New Signature".

- As the Parent/Guardian you will create your own signature. Use the cursor on a computer or with your finger on a tablet device or upload a previously designed signature to create an electronic signature. Click SAVE and then DONE to return to the **Home** screen. From the Home page underneath or beside the form click on SIGN



and a new screen will open with your e-signature. Attest then click SIGN DOCUMENT. Click DONE to return to the [Home](#) page.

- On the [Home](#) screen under this form, it will now indicate [Student/Athlete click here to sign](#). Click there and repeat the same process to create and apply your Student/Athlete's e-signature. Once everything is complete, on the Student/Athlete's [Home](#) page underneath this form there will be a green check mark indicating *Signed by Parent/Guardian* and *Signed by Student/Athlete*.

Returning Student Athletes

- Your e-signature will appear. Attest then click SIGN DOCUMENT. Click DONE to return to the [Home](#) page. On the [Home](#) page under this form, there will be a green check mark showing *Signed by Student/Athlete*. If you did not create an e-signature last season, refer to the instructions above for *New Student Athletes*.

STEP 6: From the Student/Athlete's [Home](#) screen, click the START tab beside the forms listed below. Complete all the required information within each form then apply the corresponding e-signatures to the documents.

- **Code of Conduct** ([Parent/Guardian & Student/Athlete e-signature required](#))
- **Social Media Policy** ([Parent/Guardian & Student/Athlete e-signature required](#))
- **SAIT Waiver** ([Parent/Guardian & Student/Athlete e-signature required](#))
- **Disclosure Agreement** ([Parent/Guardian & Student/Athlete e-signature required](#))
- **Athletic Therapy Consent** ([Parent/Guardian & Student/Athlete e-signature required](#))
- **CCAA Consent Form** ([Parent/Guardian & Student/Athlete e-signature required](#))
- **Release of Liability** ([Parent/Guardian & Student/Athlete e-signature required](#))
- **CCES E-Learning** ([Student/Athlete e-signature required](#))
- **Sign Documents - Privit Profile Medical History Summary** (**x** [Parent/Guardian](#) & **x** [Student/Athlete e-signature required](#))

Step 7: The CCES E-Learning Certificate must be uploaded into your account. You will receive a copy of the certificate via email from the CCES upon completion. Before uploading it, you will need to save a copy of the document on to your computer OR take a photo of the form with your tablet or smartphone device or scan the. If you're using a smartphone or tablet to upload, please open the internet browser on your mobile device and type in the SAIT Athletics Privit website saittrojans.privitprofile.ca (NOTE no www.), then log in to your account.

1. From your [Home](#) page, scroll down to **UPLOAD DOCUMENTS** and click on CCES Certificate
2. Click **Choose File** to search and select the document. (If you are accessing this page from a mobile device, you will be prompted to take a picture or select a photo of the document from the photo album.)
3. Click **Upload**.

You will be directed to the Manage Documents page. You should see the uploaded document and any other documents that have been submitted. Click the blue Done tab to return to the [Home](#) screen.



After you've successfully submitted all the required documents, you'll be directed back towards your [Home](#) screen. On your [Home](#) screen, the Completion Status bar will turn green and indicate **Submission Complete**. If the status bar is still orange and indicating **Submission Incomplete**, hover your cursor to see what still needs to be completed. A staff member within the athletic department will update the "Pending" or "Needs Update" Clearance Status after your profile has been cleared.